

California Health Workforce Planning Grant Workplan

Activities	Plans to Execute	Responsibility	Target Completion Date	Actual Date Completed	Council Input Needed
Develop the administrative infrastructure required to guide and conduct the planning grant activities.					
Identify prospective membership for the Health Workforce Development Council (HWDC) including membership to compose the Planning Grant “Eligible Partnership” required	<ul style="list-style-type: none"> Establish the Council as a Special Committee of the CA Workforce Investment Board 	STATE BOARD OSHPD	8/17/10	8/17/10	
Create foundational documents for HWDC membership and meetings	<ul style="list-style-type: none"> OSHPD analyst and research assistant prepared: 1) Health service definitions; 2) isolated health occupation projections from EDD-LMID information; 3) literature survey of recent studies on California’s health workforce 	STATE BOARD OSHPD	12/10/10	12/3/10	
Define health service planning regions to approach health workforce planning and development	<ul style="list-style-type: none"> OSHPD research staff collected definitions used by multiple entities and is developing an overview of findings 	STATE BOARD OSHPD	1/30/11		X
Conduct 9 Regional Focus Groups within the first 2 quarters of grant	<ul style="list-style-type: none"> Identify locations and schedule focus groups Prepare focus group questions Identify target audiences for focus groups Utilize Council members to outreach to their constituencies Ask Council members if they can host. 	STATE BOARD OSHPD CONTRACTOR	3/31/11		X

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Analysis of State labor market information to create healthcare career pathways for students and adults, including dislocated workers Evaluation Methods: <i>Meeting/focus group attendance records; Surveys, focus groups web research and discussion with key informants</i>			3/31/11		
Identify available and needed health workforce data resources	<ul style="list-style-type: none"> ▪ Leverage findings from Clearinghouse, CA Health Workforce Alliance ▪ Ask EDD-LMID to attend regional focus groups to share method of workforce projections and to get industry feedback on what is needed to make information more useful? 	STATE BOARD OSHDPD	12/31/10		
Convene the labor market experts and the health employers to analyze labor market data and identify career pathways to increase health worker supply	<ul style="list-style-type: none"> ▪ Ask CHA, CPCA, CAHF, CWA, labor reps on Council to outreach to their members to increase participation and attendance at Regional Focus Groups 	STATE BOARD OSHDPD CONTRACTOR	3/31/11		X
Develop and/or modify regional convening questions to identify existing and new healthcare career pathways and mobility patterns	<ul style="list-style-type: none"> ▪ Identify which categories of the health workforce are the priorities? Promotoras, Community Health Workers, patient navigators? 	STATE BOARD OSHDPD CONTRACTOR	1/1/11		X

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Conduct a review of existing literature to identify health career pathways, both existing and those with potential	<ul style="list-style-type: none"> Based on the workforce priorities identified—is there supporting literature? 	STATE BOARD OSHDPD	3/31/11		
Identify current and projected high demand State or regional health care sectors for purposes of planning career pathways Evaluation Methods: <i>Meeting/focus group attendance records; Surveys, focus groups web research and discussion with key informants</i>					
Review literature as well as State and Federal labor market projections		STATE BOARD OSHDPD	12/10/10	12/3/10	
Develop questions that can be asked at the State and regional level		STATE BOARD OSHDPD CONTRACTOR	1/1/11		
Conduct meetings with labor market experts and health employers		STATE BOARD OSHDPD	3/31/11		X
Introduce and apply the Sector Strategy Model to convene employers, labor, education and training providers at the regional level to develop plans to address employer workforce needs and education needs of workers	Analysis of Sector Growth related to population health needs, particularly in areas of unmet need? What are the needs and opportunities?	STATE BOARD CONTRACTOR	Ongoing		

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Convene education partners (described in the methodology) at the State and regional level to identify whether the existing education and training capacity and infrastructure can accommodate the career pathways needed		STATE BOARD OSHDP	3/15/11		X
Identify gap between supply and demand of a highly skilled workforce		STATE BOARD OSHDP CONTRACTOR	4/30/11		X
Identify existing Federal, State, and private resources to recruit, educate or train and retain a skilled healthcare workforce and strengthen partnerships Evaluation Methods: <i>Web and key informant research</i>			3/31/11		
Conduct key informant interviews with stakeholders that administer programs and/or provide funding to develop California's health workforce	<ul style="list-style-type: none"> Identify key informants public and private—utilize matrices created by OSHDP and CHWA as a baseline Stratify funding for individuals, institutions, organizations Develop RFP to identify contractor to assist with collection of private information 	OSHDP CONTRACTOR	2/28/11		
Develop resource inventory that includes the following data: program/effort name, administrator, purpose, point of intervention in the health pipeline, target audience, scope of partners, funding source and scope, and funds available	<ul style="list-style-type: none"> Build on existing matrices created by OSHDP and CHWA Vet findings with the HWDC 	OSHDP CONTRACTOR	Ongoing 4/30/11		X

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Describe academic and healthcare industry skill standards for high school graduation, for entry into postsecondary education, and for various credentials and licensure Evaluation Methods: <i>California Education and Business & Professions Code Reviews; Review education system standards for public college and universities; Comparative Analysis; survey</i>			3/31/11		
Host focused discussions with education and industry partner leadership	<ul style="list-style-type: none"> Need to identify health personnel categories of focus What are the skill standards for industry—clinical, soft skills, and cultural competency What are the difference between academic and practice standards 	STATE BOARD OSHDPD CONTRACTOR	3/31/11		X
Expert review of California statutes and regulatory code to describe education and training required for certification and licensure related to cultural and linguistic competency; new occupational standards/health professional categories	<ul style="list-style-type: none"> Need to identify health personnel categories of focus Develop RFP for contractor 	CONTRACTOR	6/30/11		
Describe State secondary and postsecondary education and training policies, models or practices for the healthcare sector, including career information and guidance counseling Evaluation Methods: <i>Comparative analysis</i>			3/31/11		X (sub-committee)

<i>of similarities and diff; key informant interviews/surveys/review of published materials</i>					
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Develop and release a survey to identify the availability of career information and guidance counseling to potential and existing health professions students and residents	<ul style="list-style-type: none"> Develop questions with assistance of CDE, CCC, CSU, UC, private institutions and the California Health Professions Consortium Release survey and compile results 	CONTRACTOR OSHDPD	2/28/11		X
Identify education and workforce data availability and gaps Evaluation Methods: <i>Review statutory policy and regulations; meetings and agreements with data providers</i>			6/30/11		
Inventory existing health workforce and education data available within the public and private sector	<ul style="list-style-type: none"> Utilize Clearinghouse information as a baseline for what is available within the public sector Utilize CHWA Data Workgroup information for what is available from the private sector 	STATE BOARD OSHDPD	Ongoing		
Map health workforce and education data available to identify data gaps and needs	<ul style="list-style-type: none"> OSHDPD to map data gaps and needs to support Clearinghouse program EDD agreed to host meeting with health employers to identify data needs/collection challenges related to demand projections 	STATE BOARD OSHDPD	Ongoing		
Identify policy or regulatory and/or administrative actions needed to collect necessary components of health workforce and education data and to make accessible for statewide and regional health planning	<ul style="list-style-type: none"> Convene CHHS, LWDA, DCA, SCSA leadership to determine if legislative action is necessary to achieve the data elements and reporting reqs of the Clearinghouse 	CONTRACTOR OSHDPD & STATE BOARD	6/30/10		X

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Map education and career pathways/supports necessary to supply the health workers needed to increase access to primary care and meet future demands Evaluation Methods: <i>Analysis of focus group data</i>			6/30/11		
Convene public and private education leadership – secondary, postsecondary and professions leadership to discuss the big picture issues around recruitment, retention, attrition, transfer, articulation and curricular disconnects, and identify policies needed to facilitate the progress of students between and among education segments in California	<ul style="list-style-type: none"> Develop baseline information on what we know—what and where are the pipelines? Seek information from the CHPC? Is there information from health employers about career pathways for incumbent workers? Develop questions to be asked at focus groups around specific health workforce categories—what are best practices and models that increase diversity and cultural competency? 	STATE BOARD OSHDP CONTRACTOR	5/31/11		X
Collect information and compile to identify and prioritize education and career pathways needed at the State and regional level	<ul style="list-style-type: none"> Vet findings with HWDC 	STATE BOARD OSHDP CONTRACTOR	6/30/11		X
Assess legislative and administrative policy changes that are needed to increase the supply of primary care providers needed to improve population health as well as bolster regional health access and economies Evaluation Methods: <i>Analyze information provided by the Council and through focus groups</i>			6/30/11		

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Convene key stakeholders and regional leaders – to examine the need for pilot/demonstration projects in eligible Health Workforce Pilot Project health personnel categories, or new health personnel categories	<ul style="list-style-type: none"> Identify health personnel categories/occupations for possible practice act expansion that have potential to expand access to primary care. 	STATE BOARD OSHDP CONTRACTOR	6/30/11		X
Examine policy changes that may be needed to foster comprehensive health workforce development, accommodate resource constraints, while increasing access to care	<ul style="list-style-type: none"> Work with professional organizations and associations and licensing bodies to determine pros and cons before developing policy recommendations Review literature to see what other states are doing Identify and compile promising practices for health worker retention that foster innovation and stakeholder engagement and replication at the state and regional level 	STATE BOARD OSHDP CONTRACTOR	Ongoing		X